



## **BALLARDONG ABORIGINAL CORPORATION MEMBER-ELECTED DIRECTOR NOTICE AND CALL FOR CANDIDATES TO SEEK ELECTION**

By resolution of the directors, the Ballardong Aboriginal Corporation is seeking experienced and skilled Corporation members to become Directors of the Corporation. A ballot is scheduled to open on 7 June 2024 for four (4) Directors Positions that are elected by the Members of the Corporation.

The nomination period for the above positions will commence on 10 April 2024 and will close on 1 May 2024 at 5:00pm.

### **Nominations**

A Nomination must include:

- A completed Ballardong Aboriginal Corporation Director Nomination Form
- Director ID number
- A Cover Letter addressing the Selection Criteria
- A current Curriculum Vitae
- Referee Details
- A Candidate Statement for Ballot Information material to members (Candidate Profile not exceeding 150 characters)
- A current National Police Certificate.

You must attach your National Police Certificate (NPC) to your completed application. As National Police Certificates can take 2–3 weeks to process, we recommend you apply for your NPC as soon as possible. Applications without a valid NPC will not be accepted.

Nomination forms will be made available once the nomination period commences and can be obtained from the Ballardong Aboriginal Corporation Office at 2 Grey Street, Northam (Bilya Boodja Koort) or via the Ballardong Aboriginal Corporation website at [ballardong.org.au/elections](http://ballardong.org.au/elections).

Please submit completed nomination forms to the Returning Officer by:

**Email:** [shawn@boyleandassociates.com.au](mailto:shawn@boyleandassociates.com.au)

**Post:** Attn: Returning Officer – Ballardong Aboriginal Corporation Director Election  
Shawn Boyle and Associates  
PO Box 761  
Mount Lawley WA 6929

**Deadline for nominations: Wednesday, 1 May 2024 by 5:00pm.**

*Shawn Boyle  
Independent Returning Officer*



## Outline of Nomination and Election Process

**3 April 2024**

Notice of Election and Call for Nominations released

**10 April 2024**

Nominations open

**5pm, 1 May 2024**

Nominations close

**3 - 24 May 2024**

Selections Committee check eligibility and notify candidates

**7 June 2024**

Mailout of Election Packages

**5 July 2024**

Close of Election

**10 July 2024**

Election count

**12 July 2024**

Election declaration



## Roles and Responsibilities

The Director, Secretary, and other Officers and employees must comply with the duties imposed on them by the CATSI Act, ACNC Act and the general law. These may include, for example:

- a. A duty of care and diligence;
- b. A duty of good faith in the best interests of the Corporation and to further the charitable purposes of the Corporation set out in rule 3;
- c. A duty of disclosure of actual or perceived Material Personal Interests (see rule 10.3);
- d. A duty not to improperly use position or information;
- e. A duty to prevent insolvent trading; and
- f. To ensure that the financial affairs of the Corporation are managed responsibly.

The Directors will be liable for debts and other obligations incurred by the Corporation while acting, or purporting to act, as trustee.

## Eligibility Criteria

An individual is only eligible for appointment as a Director if the individual:

- a. Is at least 18 years of age;
- b. Is an Australian resident;
- c. Has never been disqualified from managing corporations or disqualified from being a director of a company or a responsible person of a charity under the ACNC Act;
- d. Substantially satisfies the following qualifications and requirements:
  - i. Financial literacy;
  - ii. Leadership experience;
  - iii. Experience with directorships and boards, or can demonstrate a preparedness to questions, challenge and critique; and a willingness to understand and commit to the highest standards of governance;
  - iv. Commitment to uphold all the legal duties, responsibilities and obligations of a Director;
  - v. Absence of other commitments which would restrict the ability of the person to act effectively as a Director;
  - vi. Is of high repute and recognised integrity;
  - vii. Has not been convicted in the last five years of an indictable offence or criminal offence punished by imprisonment of 12 months or more by any Australian jurisdiction; and
- e. Is able to produce a National Police Certificate which is acceptable to the Selections Committee.